State of Nevada IT Project Oversight Committee

Agenda & Meeting Minutes

Meeting Name: ITPOC
Facilitator: Kathy Ryan
Recorder: Kathy Ryan
Date: July 1, 2004
Time: 1:30 PM
Location: State Library Board Room

Attendees

Members	Attend ✔	Guests
Roberta Roth, UCCSN	✔	Ken Adams, DoIT
Kathy Ryan, DoIT	✔	
Dave McTeer, IFS		
Robert Chisel, NDOT		
Janet Pirozzi, DETR	✔	
Kathy Comba, DPS		
Kim Munoz, SOS		
Chuck Moltz, AG	✔	
Grant Reynolds, B&I		

Minutes –
The minutes from the 6/3/04 meeting were reviewed and approved.

Agenda Items and Discussion

1.	**Review of the Education SAIN project schedule and status report:** The project manager, Paul LaMarca, provided the committee with a link to the SAIN project website, the BigHorn portal. The portal provided project timelines for the three separate components of the contract and some general communication information about the project. The committee reviewed the information and requested that the project manager provide an update to the project plan showing which milestones have been completed, how the project is progressing and if it is on target for the August 15th implementation date for the Student ID, Public Reports and Extract components of the system, and if there any issues that may impact the implementation date of the project. Also a copy of the June IFC status report submitted for the project should be requested.

2.	**Review of the Child Nutrition Project IPR & Deliverables Payment Schedule**:
	The committee reviewed the monthly reports and expressed concern that the project is behind schedule. Phase I is behind in the state review of vendor deliverables and user acceptance testing. Phase II is also behind in the state review of vendor deliverables. This project is at risk due to inadequate state staffing resources. The committee is also concerned about the funding status of this project.
	The committee requested the project manager be invited to the August meeting to give an update on the project, specifically on the status of the state review of the deliverables, the status of their federal grant funding request for Phase 3, and the holdback funds for the project.
3.	**Review of the DoIT Microwave project IPRs:**
	The project manager, Ken Adams gave the committee an update on the Microwave project. The committee has been concerned about Phase 3 being behind schedule for multiple reasons.
	Ken reported that great progress has been made on Phase 2A. The project is on target for the 10/1/04 completion date.
	Phase 3 is behind; only 1 out of 12 permits have been received. If the permits are not received, it will cause the project to halt. If all goes well, construction can start in September and 75% of the project can be completed by June 2005. Even with that progress, a work program will be required and presented to the Legislature to request permission to carry the remaining funds forward.
	The committee asked Ken to update the actual costs on the IPR, since the costs shown are out of date.
4.	**Review of the MHDS AIMS to Avatar replacement project IPR and Deliverables payment schedule:**
	The committee reviewed the monthly IPR and the deliverables payment schedule and did not have any questions. Phase 1 of the project had a "Go Live" date of July 1st. Kathy confirmed with the project manager that the project did go live as planned on July 1st.
5.	**Review of the DCFS AIMS to Avatar replacement project IPR and Deliverables payment schedule and quarterly risk management report:**
	The committee reviewed the monthly IPR and the deliverables payment schedule. It was confirmed that like the MHDS project, Phase 1 of the project had a "Go Live" date of July 1st. Kathy confirmed with the project manager that the project did go live as planned on July 1st.
	A request will be made to the project manager to split the project into two phases so it will be easier to track the progress of the second phase (just as the MHDS project did).

6.	**Review of the monthly Tax MBT IPR:**
	The committee reviewed the monthly reports and noted that the IPR showed the target end date as 6/30/04 with 90% complete. Kathy R. reported she did follow up with the project manager, Tom Summers, and asked for clarification on the project end date.
	Tom reported that they originally had a target end date of mid-August '04, for the entire project as shown in their first IPR. Since the major expenditure was up front, as well as programming effort, they complied with the committee's request to report in phases because the budget vs. actual comparisons were out of sync. Phase I ended in February, with the mailing, collecting and distributing the first quarters' MBT. Phase II began in March and ran through June. Phase III will be reflected in the next IPR for August. Tom is having a meeting with the team to finalize the wrap-up for this project, before the vendor for the UTS project comes on board.
7.	**Review of the DHCFP-DSS IPR & Deliverables Payment Schedule**:
	The committee reviewed the IPR and the outstanding deliverables report. The target end date was changed to July 15, 2004 to allow for last minute bug fixes and provide additional UAT after the latest build of the database. The project manager, Mel Rosenberg, expects the project to be completed by July 15th.
8.	**Review of the DETR Contributions Redesign IPRs**
	The committee reviewed the monthly reports and did not have any questions or concerns.
9.	**Review of monthly Wildlife Licensing CSPEC and Deliverables Schedule:**
	The committee reviewed the monthly reports. Deliverable 6.6.3.7 is still overdue (due date was 1/30/04), as well as deliverables 6.9.3.3 and 6.9.3.4.
	The committee requests the chair follow-up with the project manager to determine the status.
10.	**Discussion items:**
	The committee discussed a trend for many of the projects that come under ITPOC oversight, inadequate human resources assigned to the project. Many times user testing acceptance (UAT) is delayed because of lack of available representatives from the business side of the agencies. Subject matter experts (SME) are critical to the success of projects, yet many times SMEs are expected to participate in projects while continuing to do their regular full time jobs. Backfilling of SMEs should be addressed and included in the costs of the project when the request for funding is made (TIR). The committee members discussed how to make their concerns known. It was agreed to discuss this with the CIO.
	The committee also discussed what questions should be asked by committee members of the project managers when a project is presented to the ITPOC for the first time. It was agreed that a list of questions should be developed to include: scope, any changes to what was requested in the TIR, staffing (IPT chart), SMEs, UAT resources, and what resource is assigned for Quality Assurance.

11.	**Review of the Upcoming IT projects:** August – Real Estate Licensing

Action Items[1]

Item No.	Date Opened	Description	Assigned To	Status	Date Closed
69.	4/1/04	Contact the Wildlife project manager and inquire about Deliverables 6.6.3.7, 6.9.3.3 and 6.9.3.4. Are they overdue? What is the status?	Roberta		
73.	4/1/04	Contact the DoIT Microwave project manager and request the missing quarterly risk management report.	Roberta	Done	7/1/04
75.	4/1/04	Review all ITPOC PSPs and update as needed. Some new forms have been added and one has been deleted. The PSPs need to reflect these changes. Also: Develop a template and guide for contingency plans. Reference guides need to be developed for the IPR, Project Closeout report and the Deliverables Payment Schedule. For the IPR guide it should include instructions to include staff time along with the contract amount for the vendor, and equipment and other costs for a total budget. Revisit the weighting criteria used for the Risk Assessment. Some items automatically should make a project high-risk. Develop an alternate method for calculating variances on the IPR. Change the form to ask the project managers to provide a status for the stated risks and issues on the IPR. If something has been resolved it needs to be noted as such. Add Quality Assurance reports to the reports sent to the ITPOC for review.	All	Ongoing	
77.	5/6/04	Contact the DCFS project manager with the committee's questions on the outstanding deliverables that appear to be overdue.	Roberta	Done	7/1/04
78.	6/3/04	Contact the DHCFP project manager and request the items noted above be corrected for the July report.	Roberta	Done	7/1/04
79.	6/3/04	Contact the MBT project manager and request clarification on the project end date.	Roberta	Done	7/1/04
80.	6/3/04	Invite the DoIT Microwave project manager to the July meeting.	Kathy	Done	7/1/04

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[1] *Action Item*: A commitment to complete an action or an assignment.

Item No.	Date Opened	Description	Assigned To	Status	Date Closed
81.	6/3/04	Contact the DCFS project manager and request clarification on the go live date for the first phase of the project.	Kathy	Done	7/1/04
82.	7/1/04	Complete the list of questions the ITPOC will ask of project managers making their initial presentation to the committee.	All		
83.	7/1/04	Discuss trend of inadequate human resources assigned to IT projects with the CIO. Set up a meeting.	Roberta/ Kathy		

Decisions[2]

Item No.	Decision	Date
20.	The committee agreed that copies of Quality Assurance reports should be included in the reports sent to the ITPOC on a regular basis. These reports should be sent by the Quality Assurance person assigned to the project and not the project manager.	7/1/04

Approved By

Signature	Name	Role	Date

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[2] *Decision*: Reaching a conclusion… particularly in response to a course of action.